

# EXPLORE NGA

## CONTRACT SPECIALIST CAREERS

### PROCURE THE TOOLS TO SECURE THE FUTURE

The National Geospatial-Intelligence Agency (NGA) is a U.S. intelligence and combat support agency that provides policymakers, warfighters, intelligence professionals and first responders key information and insights. Through the implementation of innovative and cutting-edge contracting capabilities, a career with NGA helps protect our nation and our world.

## CONTRACTS OPPORTUNITIES

Our Contract Officers interact with customers to develop and implement an acquisition strategy, solicit and evaluate proposals, and negotiate and award contracts on behalf of NGA.

### CONTRACT SPECIALIST

Contract Specialists act as “business advisors” to customers across the entire NGA enterprise. They plan and manage acquisitions to procure a variety of products and services for NGA. They interact with customers to develop and implement an acquisition strategy, solicit and evaluate proposals, and negotiate and award contracts. They also administer contracts, including monitoring contractor performance, preparing modifications, resolving problems, and terminating and closing out contracts and help NGA meet its small business prime and subcontracting goals. They may also hold a warrant which would authorize them to obligate the Government subject to limitations expressed on their warrant.

### TO QUALIFY

Possess a bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees. Courses of study may include but are not limited to: accounting, business administration, contracts, economics, finance, law, purchasing, English, communications, or other relevant areas of study.

Relevant certification and/or experience may include: DAWIA Certification in Contracting within 24 months of appointment, as appropriate for the band level.

### KEY COMPETENCIES

Key competencies may include, but are not limited to: acquisition management systems, acquisition planning, contract management, cost/price analysis, ethics/standards of conduct law, quality assurance, and researching.

Approved for Public Release # 21-468